

THE CITY OF KNOXVILLE
CIVIL SERVICE
JOB ANNOUNCEMENT

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106. Web: www.cityofknoxville.org

9036

Evidence Technician

12/28/2015

(Entry-Level and Promotional)

Drug testing may be required

ENTRY-LEVEL SALARY: \$ 29,844 annually

PAY GRADE RANGE: \$ 29,844 - \$ 44,709 annually (Pay Grade 5)

The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.

Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations.

The City of Knoxville only accepts online applications. To apply, go to www.cityofknoxville.org. **You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete.** If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents **MUST** be submitted online by **4:30 p.m. on: Monday, January 11, 2016.**

- Completed City of Knoxville Online Application
- College Transcripts (if applicable) (upload and attach to your online application)
- Certificate from National Forensic Academy (if applicable) (upload and attach to your online application)

JOB DESCRIPTION: Please See Attached Position Description

MINIMUM REQUIREMENTS

Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.

- Current City Employees may apply, but must have completed initial Civil Service probationary period and must have received a satisfactory performance rating on their last evaluation to receive promotional preference.
- Graduation from high school or equivalent.
- Possession of or ability to obtain a valid Tennessee Driver's License
- At least thirty (30) semester hours or forty-five (45) quarter hours of CHEA accredited college-level courses OR Graduation from the National Forensic Academy.
- Spanish speaking applicants encouraged to apply.

EXAMINATION

The selection procedure consists of a **written examination** (100%). Subject areas on the written examination include Report Writing, Mathematics, Effective Working Relations, Reading Comprehension, Record Keeping, and Crime Scene Processing. Applicants must pass the written exam to be eligible for the position.

Prior to final selection and appointment, applicants must submit to and be approved by the following procedures: comprehensive medical examination (including drug testing), a comprehensive psychological evaluation, and background investigation (including polygraph examination).

Note: Background checks will be conducted.

AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.

POSITION DESCRIPTION
City of Knoxville

Class Title: Evidence Technician	Working Title: same	PCN: 0252
	Incumbent: vacant	Created: 12/11/2007 Updated: 10/01/2012

GENERAL DESCRIPTION

Under direction of the KPD Forensic Supervisor, this position is responsible for ensuring the integrity of evidence collected by the Knoxville Police Department; assists in crime scene processing, fingerprint classification and inventory control.

ESSENTIAL FUNCTIONS

Fingerprinting - Processes fingerprints for identification of individuals suspected or arrested for criminal activity; fingerprints civilians, parolees, applicants, etc.

Evidence collection and maintenance - Performs general crime scene processing such as collecting, preserving and labeling evidence found at the scene; photographing crime/accident scenes and/or evidence; preparing crime scene sketches; attends autopsies in order to obtain information/evidence relating to the circumstances of death; prepares composite drawings of suspects as necessary; testifies in court as required to present information about evidence found at crime/accident scenes.

Property and custodial control – Packages and preserves confiscated or seized property and/or evidence

Record-keeping - Maintains personal log of work activities; prepares and maintains documentation of all evidence found at crime/accident scenes, confiscated property, impounded vehicles, etc; uses personal computer or mainframe terminal in order to access/update information.

Effective working relations - Establishes and maintains effective working relations with coworkers, superiors, the public, etc; provides assistance to other law enforcement agencies (e.g. Sheriff's Dept, FBI, ATF, etc.) as necessary.

MARGINAL FUNCTIONS

Performs basic clerical functions such as typing, filing, copying documents, answering telephones, etc. necessary to ensure efficient performance of assigned tasks.

Takes photographs of individuals in order to prepare identification cards as necessary.

Specialized training in fingerprint classification and photography.

Previous work experience in the criminalistic field, evidence collection and processing; fingerprint classification; clerical duties.

KNOWLEDGE, SKILLS AND ABILITIES

Written communication skills (i.e grammar, spelling, punctuation, etc.) sufficient to complete assigned forms, documents and reports.

Basic mathematical skills (i.e. addition, subtraction, multiplication, division).

Ability to establish and maintain effective working relations with coworkers, supervisors, the public, etc.

Knowledge of record-keeping practices and procedures.

Ability and willingness to work rotating shifts and in all weather conditions.

Ability to read and interpret complex legal and other technical materials.

Ability to orally communicate ideas and information to individuals of diverse backgrounds in a clear, concise and courteous manner.

Ability to use tact, courtesy and other principles and techniques of good interpersonal relations in dealing with others.

Ability to follow both oral and written instructions in a precise manner.

KNOWLEDGE, SKILLS AND ABILITIES (cont.)

Knowledge of the basic principles and procedures of data entry and retrieval.

Ability to perform general clerical activities such as sorting, filing, indexing, coding, etc.

Knowledge of general crime scene processing.

PHYSICAL REQUIREMENTS

This position consists of primarily light work, requiring the incumbent to exert up to 20 pounds of force occasionally, or 10 pounds (or less) or force frequently, in order to lift/carry, push/pull or otherwise move objects. The job usually requires walking or standing to a significant degree. A description of the specific physical requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MENTAL REQUIREMENTS

Uses relevant principles and procedures to solve practical problems and to deal with a variety of concrete variables in situations where only limited standardization exists. A description of the specific mental requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MINIMUM REQUIREMENTS

Graduation from high school or equivalent.

Possession or ability to obtain a valid Tennessee Driver's License.

At least thirty (30) semester hours or forty-five (45) quarter hours of CHEA accredited college-level courses OR Graduation from the National Forensic Academy.

PREFERRED QUALIFICATIONS

The hiring authority may give preference to candidates who possess specialized training in fingerprint classification and photography and/or previous work experience in the fields of criminalistics, evidence collection and fingerprint classification.